# Rowan University & State of NJ Benefits Matrix - Classified Part Time

<table>
<thead>
<tr>
<th>Benefit Category</th>
<th>Details</th>
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</table>
| **Vacation:** | Upon employment:  
1 vacation day per month first year and then 12 vacation days per year thereafter;  
15 vacation days after 5 years of service;  
20 vacation days after 12 years of service;  
25 vacation days after 20 years of service  
hours are prorated based on employee FTE |
| **Administrative Leave:** | 3 days per year. Must be used by December 31st of each calendar year. hours are prorated |
| **Holidays:** | Independence Day  
Labor Day  
Veteran’s Day*  
Christmas Day  
Martin Luther King, Jr.  
President’s Day*  
Memorial Day  
Columbus Day*  
Election Day  
Thanksgiving Day  
New Year’s Day  
hours are prorated |
| **Sick Time:** | Upon employment: 1 day per month first year; 15 days per year thereafter.  
Upon enrollment in the NJ State Administrative Leave Plan - Optional NJ State Benefit Plan for Part Time Employees |
| **Health Insurance:** | Part time employees pay the full cost for health benefits. Dental coverage is not an option. Available plans are NJ Direct or Aetna (HMO’s, PPO’s or HDHP’s)  
Upon enrollment in the NJ State Administrative Pension Plan - Optional NJ State Benefit Plan for Part Time Employees |
| **Prescription Drug Plan:** | Part time employees pay the full cost for prescription coverage. Varies dependent on health plan selection. Cost dependent on health plan selection. Mail order is available  
Upon enrollment in the PERS Plan - Optional NJ State Benefit Plan for Part Time Employees |
| **Flexible Spending Account (FSA’s):** | Participation optional. WageWorks FSAs: Unreimbursed Medical Flexible Spending Account; and Dependent Care Account. Requires annual enrollment.  
Upon Full Time Employment |
| **Pension Plan:** | Public Employees’ Retirement System (PERS), mandatory enrollment with a 6.5% mandatory contribution.  
Police & Fireman Retirement System (PERS), mandatory enrollment with a 8.5% mandatory contribution. campus police only |
| **Additional Tax Shelters:** | Upon employment. Eligible for supplemental tax shelters: 403b with 6 ABP vendors or 457 Plan – deferred compensation plan administered by Prudential. √ |
| **Lump Sum Retirement:** | Upon Retirement – ⅔ last year’s daily average for each earned and unused sick day. Maximum $15,000.00 √ |
| **Life Insurance:** | Upon enrollment into Pension Plan. NOTE: Age 60+, additional eligibility requirements. √ |
| **Jury Duty:** | Upon employment; paid time with documented proof. √ |
| **Military Duty:** | Upon employment; in most cases you will receive paid time with documented proof. √ |
| **Home Incentive Program:** | Upon purchase of residential home in Glassboro, Rowan University provides $1,500 annually for 10 years for real estate tax purposes. Subject to change at discretion of the University.  
Upon full time permanent status and meeting eligibility requirements |
| **Credit Union:** | ABCO Credit Union and South Jersey Credit Union √ |
| **Direct Deposit:** | [http://www.rowan.edu/adminfinance/controller/payroll/forms.html](http://www.rowan.edu/adminfinance/controller/payroll/forms.html) √ |

Health and pension benefits are subject to change in accordance with New Jersey statutes, state policies and union collective bargaining agreements and university policies.